

## **EDITED TASK LISTING**

### **CLASS: PAROLE AGENT I**

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*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Supervise parolee/releasee caseload (e.g., evaluate/interpret assessment needs to provide: counseling/directing, support and service referrals; verify residence and employment, etc.) to monitor compliance of the conditions of parole and adjustment within the community by utilizing field/home contacts, office visits, anti-narcotics testing (ANT), collateral contacts, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>2.</b>	Complete the Risk/Needs Assessment of the parolee/releasee (e.g., to determine supervision-classification levels, establish and complete the special conditions of parole, develop a parole plan by assessing the parolee's/releasee's commitment offense(s) and prior criminal history, proposed residence and employment, financial or lack of financial resources, disability issues/concerns, etc.) by reviewing all the case factors in the pre-parole file and collaboration with institutions, pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>3.</b>	Performs caseload management of parolees/releasees by tracking: pre-parole, active, revoked, parolee-at-large (PAL) and Transfer Investigation Request (TIR) to maintain an accurate caseload roster by utilizing Interim Parolee Tracking System (IPTS), Board of Prison Terms (BPT) actions, Narcotic Addict Evaluation Authority (NAEA) actions, Offender Base Information System (OBIS), etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>4.</b>	Conducts home/field visits at the parolee's/releasee's residence to confirm residence of record (ROR) for compliance with the conditions and/or special conditions of parole by utilizing a state vehicle pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>5.</b>	Conducts employment verifications of the parolee's/releasee's reported employment to confirm employment by utilizing collateral contacts, pay stub, letter of employment, etc., or using a state vehicle, as necessary, pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>6.</b>	Complete referrals/follow-ups to community resources for parolees/releasees (e.g., employment, mental health, medical needs, clothing, food, emergency housing, child care, parenting class, domestic violence/anger management counseling/programs, etc.) to promote their positive adjustment in the community utilizing collateral contacts (e.g., documentations, phone calls, contact with service providers, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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<b>7.</b>	Conduct face to face initial interview with the parolee/releasee to secure pertinent information (e.g., residence of record, employment, emergency contacts, other household members, vehicle information, pets; review, explain and sign conditions/special conditions of parole and/or any registration requirements, provide a copy of the conditions of parole to parolee/releasee; verify and document physical descriptors, secure current photographs, scars, marks, tattoos and secure fingerprints, as needed, (e.g., Interstate/Paper Commitments, PC290 registrants, etc.); make appropriate referrals (e.g., medical, educational/vocational, substance abuse, etc.); obtain urinalysis; ensure family/household members present at initial interview understand the impact of parole supervision; etc.) to facilitate supervision by completing the initial interview process/form pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>8.</b>	Foster and maintain public safety by providing controls and by holding parolees/releasees accountable for behavior that threatens public safety by utilizing parole supervision (e.g., referrals to mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, etc.); surveillance; monitoring behavior/activities for compliance with parole conditions and laws; interaction with other law enforcement agencies; conduct investigations of parole violations/criminal behavior (conference allegation with the supervisor to determine course of action); secure violation documentation (e.g., arrest reports); search and secure physical evidence (e.g., weapons, photos of victim, paraphernalia, urine test results, etc.); arrest; interview alleged victims, witnesses, law enforcement and parolee and track all information pertaining to the arrest (e.g., name of parolee, date of arrest, arresting agency, next court date, disposition; and submit appropriate BPT/NAEA report, etc.) in order to promote community protection and safety pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>9.</b>	Re-integration into the community by evaluating/assessing/determining the needs of parolee's/releasee's by providing and/or referring them to community resources/services (e.g., mental health, substance abuse treatment, education/vocational/employment programs, parenting/domestic violence/anger management classes, housing, cash assistance, social services, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>10.</b>	Prepare all caseload reports for parolee's/releasee's [e.g., parole plan, Activity Report, BPT/NAEA reports (e.g., Parole violation/Discharge Review/PAL/Miscellaneous Decision reports, etc.); use of force/incident reports, etc.] to document both compliance and violations of parole by using case factor information pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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<b>11.</b>	Represents the department as a witness at violation hearings and testifies in court regarding parolee's/releasee's parole violations or criminal behavior and/or any other court proceedings, as necessary, to bring forth evidence of alleged charges by verifying parolee's/releasee's, criminal history, parole adjustment and behavior/character using violation report and/or verbal testimony pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>12.</b>	Supervise parolees/releasees to monitor compliance of the conditions of parole and adjustment within the community by interacting/developing/maintaining contact with parolees/releasees and their family members/associates/law enforcement agencies or any other collaterals; collect, document and disseminate intelligence/information; document all pertinent information (e.g. facesheet, Record of Supervision (ROS), field book, etc.) to promote public safety pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>13.</b>	Respond to inquires/correspondence from various collaterals regarding parolees/releasees current status (e.g., pending release, current location, community adjustment, etc.) to provide pertinent information on a need to know basis utilizing case factors pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>14.</b>	Provide mandated information regarding parolee's/releasee's current location, pending release and community adjustment, etc., to victim(s), parolee's/releasee's appropriate family members, law enforcement and governmental agencies by notifying and providing written documentation to comply with state law utilizing case factors and California Penal Code pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>15.</b>	Perform Officer of the Day duties, as assigned, in the parole unit/complex which includes: conducting initial interviews with parolee/releasee (see #7), update parolee's/releasee's information, process unscheduled office visits of parolee(s)/releasee(s)/collaterals, ANT, respond to emergencies, coordinate/assist office/field arrests, screen and respond to all phone calls, etc., utilizing field files/ROS and available computer systems (e.g., IPTS, LEADS, OBIS, etc.) to facilitate public/office safety and continuous parole supervision in the absence of the Agent of Record (AOR) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>16.</b>	Perform parolees/releasees case reviews in collaboration with supervisor to determine appropriate supervision levels, monitor contact requirement, compliance with conditions of parole and registration requirement utilizing ROS, field file, parole adjustment, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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<b>17.</b>	Administer, investigate and supervise parolees/releasees assigned to specialized caseloads (e.g., High Control (HC), High Service (HS), High Risk Sex Offenders, Second Strike Offenders, Mental Health cases, etc.) and special assignments (e.g., PAL Recovery, Police and Corrections Teams (PACT), etc.) to enhance public safety by monitoring, coordinating and tracking PACT participation, liaison with social services/law enforcement agencies, attend related meetings, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>18.</b>	Provide periodic transportation for parolees/releasees/family members/victims/witnesses (e.g., employment interviews, hearings, jail, office, pick-up from institutions, social service agencies, etc.) to accomplish Parole and Community Services Division (P&CSD) goals and objectives utilizing a state vehicle pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>19.</b>	Provide supervision to interstate parolees in conjunction with the Interstate Unit by tracking pre-parole, active, revoked and at-large cases to promote public safety and meet the mission of P&CSD by maintaining a caseload roster utilizing new case assignments, discharge review list, and respond to inquires/correspondences, etc., to assist in their reintegration into the community pursuant to Interstate Compact Agreement, Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>20.</b>	Performs the duties of a District Hearing Agent (DHA) and acts as the liaison between the parolee, BPT and P&CSD to provide due process to parolees pending revocation proceedings (e.g., by serving and explaining the revocation process, coordinating, scheduling and attending revocation hearings to comply with mandated time frames, notify witnesses, etc.) by utilizing Revocation Scheduling and Tracking System pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>21.</b>	Parole Agent Re-entry Unit assignment includes: review all pre-parole cases assigned to a region to determine the appropriate parole field unit assignment; track pre-parole TIR's; to investigate and establish the county of last legal residence (AB614); administrative relocation (PC3003(c)); respond to inquires/correspondences, etc.) by utilizing tracking roster, Release Program Study (RPS), etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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<b>22.</b>	Parole Agents assigned to the United States Immigration and Naturalization Service Unit (USINS) track and monitor all regional deportation cases by maintaining the roster and investigating Deportable Alien Control System (DACS), Criminal Identification and Information (CII), other government agencies, etc., and/or their illegal return to the United States to promote public safety and to comply with federal laws pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State laws, etc.
<b>23.</b>	Apprehend and arrest parolees/releasees, while maintaining tactical command, who are suspected of involvement in criminal activities, violations of parole or presents a danger to self or others, etc., to promote public safety and hold the parolees/releasees accountable for their behavior by conferencing for arrest with a supervisor and/or coordinating with P&CSD and other law enforcement agencies and utilizing safety equipment (e.g., soft body armor, chemical agents, weapons, hand held radio, mechanical restraints, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State laws, etc.
<b>24.</b>	Conduct drug testing of parolees/releasees by obtaining statement of admission and/or random ANT and when possible visually observe the test and inspect the parolee's/releasee's arms, eyes, and other body parts for signs of drug usage, etc., and maintain the integrity of urine sample (e.g., bottle tapering, body search, etc.); for verification of compliance with conditions of parole and public safety pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State laws, etc.
<b>25.</b>	Perform case conference for arrest, parole violation, continue on parole (COP)/suspend/reinstate, treatment, cash assistant, etc., with a supervisor regarding parolee's/releasee's adjustment/compliance/needs to determine a course of action and to promote public safety utilizing case factors and all pertinent information (e.g. facesheet, ROS, field file, etc.) pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>26.</b>	Conducts parole searches, while maintaining tactical command, of a parolee's/releasee's property and dominion of control (e.g., parolee's/releasee's person, ROR, vehicle, etc.) to confiscate/secure contraband (e.g., illegal drugs, drug paraphernalia, weapons, alcoholic beverages, etc.) for compliance with conditions of parole and public safety utilizing safety equipment (e.g., rubber gloves, flashlight, sharp containers, camera, evidence bags, property receipts, etc.), P&CSD staff, other law enforcement agencies, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.

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<b>27.</b>	Acts as a liaison to law enforcement, public agencies and the community for P&CSD by attending and facilitating meetings (e.g., briefings, gang conferences, sex offender profile meetings, training sessions, schools, town hall meetings, etc.) to provide and disseminate pertinent information by utilizing the exchange of information from meetings and conferences to promote public awareness and safety pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>28.</b>	Qualify quarterly, with departmentally approved firearm(s), in compliance with Peace Officer Standard Testing (POST), to maintain proficiency and officer/public safety in the use of firearm(s) utilizing firing range, tactical drills, safety equipment (e.g., protective glasses, ear protection, soft body armor, etc.), pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>29.</b>	Attend training, as required, for all Parole Agents (e.g., Use of Force, Parole Agent Safety and Tactical Training (PAST), American with Disability Act (ADA), Blood borne Pathogen, Sexual Harassment, etc.) to maintain proficiency and officer/public safety utilizing training facility, in-service training, videos, bulletins/lectures, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>30.</b>	Prepare handwritten, dictated or computer generated reports (e.g., violations reports, activities reports, discharge review reports, mileage logs, case load roster, CDC998, etc.) to produce and provide required information regarding caseload/workload management utilizing personal computer, CDC forms, etc., pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.
<b>31.</b>	Maintain parolees/releasees field file (e.g., reviewing/auditing, organizing documents, filing, updating, etc.) to produce a source of accurate information for appropriate supervision and public safety utilizing organizational/workload management skills pursuant to Department Policy, Departmental Operations Manual (DOM), California Code of Regulations (CCR) Title 15, State/Federal laws, etc.